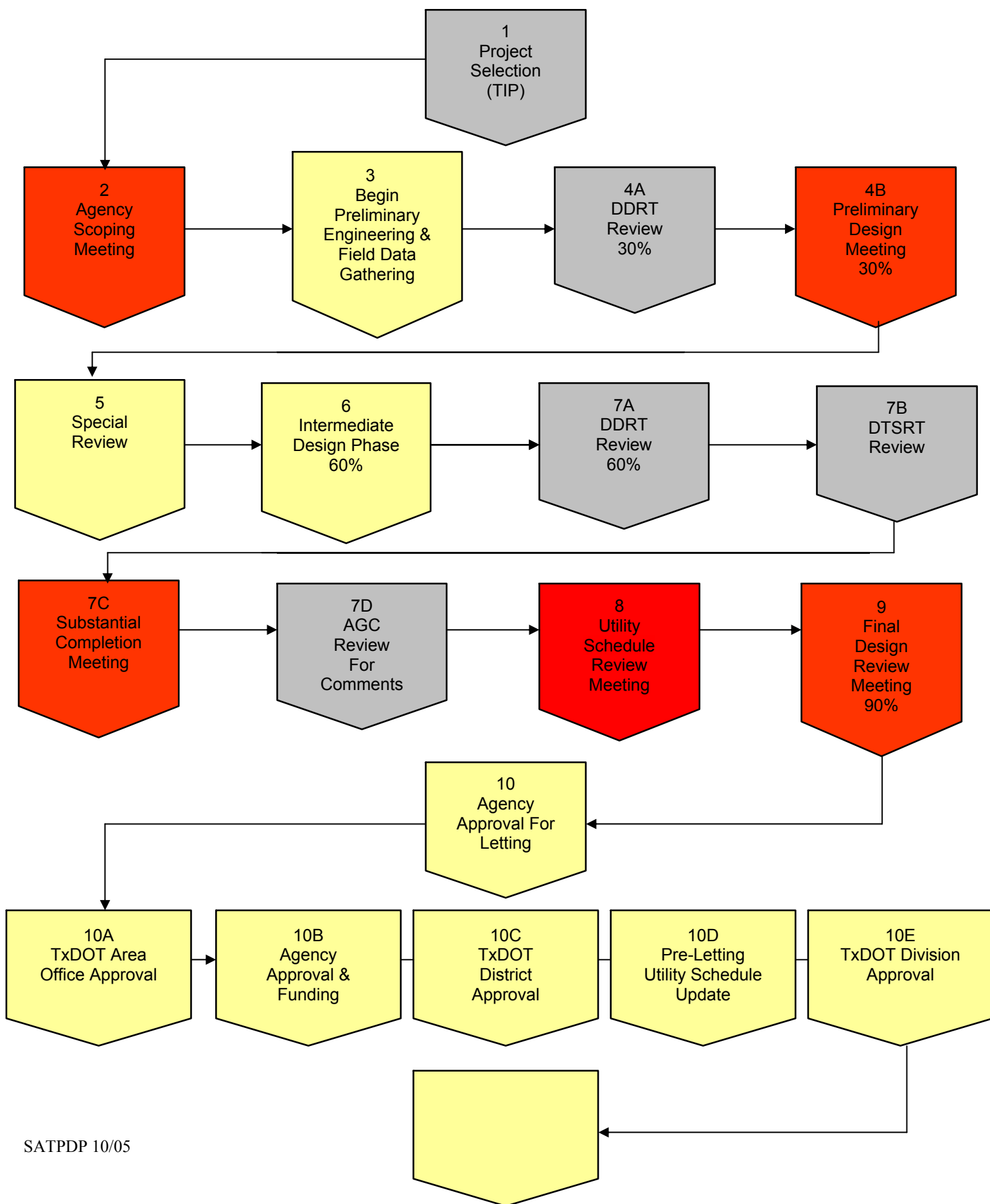


San Antonio District PDP Milestones



PROJECT DEVELOPMENT PROCESS MILESTONES

1. Project Selection (TIP)

PURPOSE: REVIEW SELECTED PROJECTS.

2. Agency Scoping Meeting

PURPOSE: TO REACH A CONSENSUS FOR PROJECT DEVELOPMENT, INCLUDING PROJECT DESIGN REQUIREMENTS, AGENCY RESPONSIBILITIES, AND DEVELOP PRELIMINARY PROJECT DEVELOPMENT TIME LINE.

3. Begin Preliminary Engineering & Field Data Gathering

PURPOSE: BEGIN DESIGN PROCESS

4A. District Design Review Team

PURPOSE: DISTRICT REVIEW OF SCHEMATIC

4B. Preliminary Design Meeting-30% Design

PURPOSE: TO COORDINATE PRELIMINARY DESIGN INFORMATION WITH AGENCIES.

5. Special Review

PURPOSE: TO RECEIVE EARLY APPROVAL FOR CRITICAL INFORMATION COORDINATED WITH OTHERS.

6. Intermediate Design Phase-60%

PURPOSE: TO IDENTIFY SUBSURFACE INFORMATION REQUIRED FOR THE UTILITY COMPANIES IN ORDER TO “TWEAK” THE DESIGN TO AVOID POSSIBLE CONFLICTS.

7A. District Design Review Team

PURPOSE: REVIEW 60% PLANS.

7B. District Traffic Safety Review Team

PURPOSE: DISTRICT REVIEW OF SEQUENCE OF WORK AND TRAFFIC CONTROL

7C. Substantial Completion Meeting

PURPOSE: TO PROVIDE SUBSTANTIALLY COMPLETED PLANS TO THE UTILITY COMPANIES FOR THEIR DESIGN.

7D. AGC Review for Comments

PURPOSE: TO ALLOW REPRESENTATIVES FROM THE CONTRACTING COMMUNITY TO REVIEW PLANS PRIOR TO LETTING AND OFFER ANY SEGGESTIONS THAT WOULD RESULT IN A SAFER, MORE COST-EFFECTIVE PROJECT.

8. Utility Schedule Review

PURPOSE: TO REVIEW 60% UTILITY DESIGNS, PROVIDE FACE-TO-FACE DISCUSSIONS ON UTILITY RELATED PROJECT ISSUES, AND ENSURE UTILITY PLANS ARE UNDERWAY.

9. Final Design Review Meeting-90%

PURPOSE: TO “PULL TOGETHER” THE FINAL DESIGN PLANS AND AGENCY COORDINATION EFFORTS.

10. Agency Approval For Letting

PURPOSE: PS&E PROCESSING & LETTING

11. Utility Adjustment Implementation

PURPOSE: TO IMPLEMENT UTILITY ADJUSTMENTS (NON-JOINT BID)

MILESTONE 2

TO REACH A CONSENSUS FOR PROJECT DEVELOPMENT, INCLUDING PROJECT DESIGN REQUIREMENTS, AGENCY RESPONSIBILITIES AND DEVELOP PRELIMINARY PROJECT DEVELOPMENT TIMELINE.

CONDUCT AGENCY SCOPING MEETING

	TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
<u>SCOPING MEETING</u>												
• Sponsoring agency notifies all affected agencies as to date, time and place of meeting. (See Attachment “A”)			<input type="checkbox"/>									
<u>MEETING OBJECTIVES</u>												
• Identify preliminary ROW requirements.			<input type="checkbox"/>									
• Identify preliminary environmental documents and activities required. (Including hazardous materials studies.)			<input type="checkbox"/>									
• Complete the project development checklist. (TxDOT DSR)			<input type="checkbox"/>									
• Identify design standards.			<input type="checkbox"/>									
• Provide As-Built Plans, identify major utility impact and discuss level of complexity.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Identify any utility accommodation policy exceptions or declarations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Determine utility reimbursement eligibility. (See Attachment “B”)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Identify major drainage issues.			<input type="checkbox"/>									
• Determine submittal requirements. (ex: typical sections, pavement design, design exceptions, etc.)			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MILESTONE 3
TO BEGIN DESIGN PROCESS.
BEGIN PRELIMINARY ENGINEERING & FIELD DATA GATHERING
(DESIGN WORK MAY BEGIN)

<u>ACTIVITY</u>	TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
• TxDOT and local agency execute project agreements prior to beginning preliminary engineering.	<input type="checkbox"/>		<input type="checkbox"/>									
• TxDOT assigns Control-Section-Job (CSJ) number for each project after agreement is executed.	<input type="checkbox"/>											
• Engineer to map existing utilities as per the nine-step procedure. (See Attachment "C")		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Project site visit.		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Obtain existing utility records, maps and other available information.		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Project surveying control.		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Location of surface utility features.		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Locate underground utilities.		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Utility data file development.		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Utility mapping file development.		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Finalize utility mapping file.		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Schematic submittal.		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MILESTONE 4A
DATE
DISTRICT DESIGN REVIEW TEAM
(DDRT30)

	TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
<u>MEETING OBJECTIVES</u>												
• Review scope, estimate & schedule			<input type="checkbox"/>									
• Review ROW requirements.			<input type="checkbox"/>									
• Identify major drainage issues.			<input type="checkbox"/>									
			<input type="checkbox"/>									
• Review preliminary environmental documents and activities required, including environmental questionnaire. Determine jurisdictional waters. Identify need for hazardous materials studies.												
• Review project development checklist. (TxDOT DSR)			<input type="checkbox"/>									
• Review design criteria.			<input type="checkbox"/>									
• Review scope, identify major utility impact and discuss level of complexity.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Review any utility accommodation policy exceptions or declarations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Review submittal requirements. (ex: typical sections, pavement design, design exceptions.			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MILESTONE 4B
TO COORDINATE PRELIMINARY DESIGN INFORMATION WITH AGENCIES.
PRELIMINARY DESIGN MEETING 30% DESIGN

<u>ACTIVITY</u>	TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
• Develop environmental questionnaire including hazardous material search.		<input type="checkbox"/>										
• Review/confirm design. (Schematic/Plan sheets) including: Plan view Typical section Cross drainage Profile (if necessary) Preliminary (ROW) Mapped utilities		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Update construction cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
• Determine utility companies' action plan for projected design/construction timeline of upgrades, adjustments, new installation and/or abandonments.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provide initial pothole request.		<input type="checkbox"/>										
• Identify plan and response time for pothole information.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Determine letting date schedule.	<input type="checkbox"/>		<input type="checkbox"/>									

ACTIVITY

- Submit preliminary bridge class structure layouts.
- Submit preliminary retaining wall layouts.
- Submit preliminary railroad exhibits.
- Submit typical section geometric and pavement design.
- Submit finalized schematic.
- Submit environmental assessment.
- Submit ROW map. (as required)

TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
	<input type="checkbox"/>										
	<input type="checkbox"/>										
	<input type="checkbox"/>										
	<input type="checkbox"/>										
	<input type="checkbox"/>										
	<input type="checkbox"/>										
	<input type="checkbox"/>										

ACTIVITY

- [illegible]

MILESTONE 7A
DATE
DISTRICT DESIGN REVIEW TEAM
(DDRT60)

	TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
<u>MEETING OBJECTIVES</u>												
• Review environmental documents and activities required.			<input type="checkbox"/>									
• Review BMPs.			<input type="checkbox"/>									
• Review landscaping and architectural treatments.			<input type="checkbox"/>									
• Review maintenance impacts.			<input type="checkbox"/>									

MILESTONE 7B

Date

**DISTRICT TRAFFIC SAFETY REVIEW TEAM
(DTSRT)**

	TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
<u>ACTIVITY</u>												
• Review Sequence of Work and Traffic Control Plans (TCPs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACTIVITY	TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
• Discussion and concurrence of utility related improvements: Identify source of design, joint bid opportunities, ROW needs, schedule impacts, and construction time line.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Discuss comments from technical review of P.S.&E.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Review project development activities checklist.		<input type="checkbox"/>										
• Reach consensus that a “high degree of confidence” in the preliminary design has been achieved and it is appropriate to proceed to finalized design.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Finalize projected letting date.	<input type="checkbox"/>		<input type="checkbox"/>									
• Designate a utility schedule monitor. (USM) (See Attachment “E”)			<input type="checkbox"/>									
• Designate responsible person for utility adjustment implementation. (See Attachment “E”)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACTIVITY

- Utility companies provide 60% (minimum) plans on all utility related project issues and ensure utility plans are underway.
- Utility companies list and discuss all unresolved utility conflicts and other related issues.
- Agency sponsor and utility companies agree on resolution of conflicts/issues or define a plan of action.
- USM formulates schedule.
(See Attachment "F")

TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MILESTONE 9

TO “PULL TOGETHER” THE FINAL DESIGN PLANS AND AGENCY COORDINATION EFFORTS.

FINAL DESIGN REVIEW MEETING 90% DESIGN

	TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
<u>ACTIVITY</u>												
• Refine sequence of work (including utility work)		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Incorporate utility company plans (if joint bid)		<input type="checkbox"/>										
• Resolve any remaining design issues		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Incorporate technical review comments		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Review project development activities checklist for final submittal requirements.			<input type="checkbox"/>									
• Utility company provides 90% plans (non-joint bid)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Submit final plans to area office			<input type="checkbox"/>									
• Utility companies provide certification letter verifying all utility relocations to be completed prior to construction (See Attachment “G”)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Finalize utility adjustment schedule		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ROW and encroachment certification letter (See Attachment “H” & Attachment “I”)			<input type="checkbox"/>									

MILESTONE 10
P.S.&E. PROCESSING
AGENCY APPROVAL FOR LETTING

<u>ACTIVITY</u>	TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
■ 10A-TxDOT AREA OFFICE APPROVAL • Finalize review by TxDOT Area Office • Utility adjustment certification. (See Attachment “J”)	<input type="checkbox"/>		<input type="checkbox"/>									
■ 10B-AGENCY APPROVAL AND FUNDING • Execute advanced funding agreements with utility companies.			<input type="checkbox"/>									
■ 10C-TxDOT DISTRICT APPROVAL • Finalize review by TxDOT District Office • ROW, encroachment & utility certification. (See Attachments “H”, “I”, & “J”)	<input type="checkbox"/>		<input type="checkbox"/>									
■ 10D-PRE-LETTING UTILITY SCHEDULE UPDATE • Update utility adjustment schedule.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
■ 10E-TxDOT DIVISION APPROVAL • Finalize review by TxDOT Division Office. • Project is approved for letting and Letter of Authority is issued by Division Office.	<input type="checkbox"/> <input type="checkbox"/>											

MILESTONE 11

TO IMPLEMENT UTILITY ADJUSTMENTS (NON-JOINT BID).

UTILITY ADJUSTMENT IMPLEMENTATION-MILESTONE 9-TO BEGIN CONSTRUCTION

	<u>ACTIVITY</u>											
	TxDOT	Engineer	Sponsor Agency	USM	SAWS-Water	SAWS-WW	SBC	CPS-Gas	CPS-Electric	Time Warner	Bexar Met.	Other Utilities
• Utility companies implement adjustments according to schedule.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• USM monitors and documents utility adjustment schedule.				<input type="checkbox"/>								

Sponsoring Agency Office

Date

To:

Subject: Project Meeting

**Control:
Highway:
Limits -**

**Letting Date:
PDP Milestone:
Designer:**

We have scheduled a Review Meeting for the aforementioned project as follows:

- 👉 **Date:**
- 👉 **Location:**
- 👉 **Time:**

Please forward to this office the following:

- Any utility block maps (*preliminary meeting only*)
- Confirmation of you and your design representative's attendance at the preliminary design meeting.
- Signed copy of speed letter acknowledging receipt of design plans.
- If additional information is required please call me @ .

Respectfully,

Project Manager

Existing Utility Mapping Procedure
PDP Milestone 3 – Preliminary Engineering & Field Data Gathering

Step	Activity	Engineer	Utility Co.	Sponsoring Agency
1	Project Site Visit	Visits the Project Site and Identifies Presence of Existing Utilities from Observation of Surface Features.		
2	Obtain Existing Utility Records, Maps & Other Available Information.	Submits Written Requests Information from each Utility Co.	Provides Utility Information to Engineer.	
3	Project Surveying Control	Establishes Project Horizontal and Vertical Surveying Control.		Provides Engineer Description and Location of Nearest H&V Control to Project.
4	Location of Surface Utility Features.	Locates all Existing Utility Surface Features and Ties them into Project Surveying Control. Request Utility Co. to Uncover Inaccessible Features.	Excavates Inaccessible Features for Location by Engineer.	
5	Locate Underground Utilities.	Request Underground Utility Locates from Utility Co., One Call, 1-800-#'s, etc. and Ties Paint Markings into Project Survey Control.	Provides Locators Who Tone and Mark (paint) Location of Underground Utilities (Accuracy 18" Either Side of Marking).	
6	Utility Data File Development.	Compiles Existing Utility Data Collected in the field and Builds Drawing File in accordance with Specified Level Structure.		
7	Utility Mapping File Development.	Determines Location of Existing Utilities form Surveyed Data and Crosschecking of Record Drawings, As-Built Drawings, Other Maps and Available Information. Visits Site to Verify Location of Existing Utilities Developed in Mapping File. Iteratively Requests Additional Information from Utility Co. to Fill in Gaps and resolve other Discrepancies. Request is accompanied by drawings as needed to communicate gaps in information. DGN files are provided upon request.	Iteratively provides Available Information to Engineer to Resolve Discrepancies and Gaps in Utility Mapping File. Response is accompanied by marked up drawings and / or edited DGN files.	
8	Finalized Utility Mapping File.	Submits Utility Map Drawings to Utility Co. for Review and Verification. DGN files are provided upon request. Edits Utility Mapping File in Accordance With the Written Review Comments Provided by Utility Co.	Reviews Utility Map Drawings and verifies information to the extent possible. Provides written comments to Engineer and provides a letter certifying that the information has been reviewed and is true and correct to the best Of their knowledge and belief.	
9	Schematic Submittal.	Submits the Schematic to the Sponsoring Agency along with a Utility Verification Letter from each Utility Co. owning an existing utility in the project area.	Provides Engineer with Utility Verification Letter Prior to Schematic Submittal. (See Attachment D)	Accepts Schematic Submittal Only When Accompanied by Utility Mapping Verification Letters From all Utility companies.

Date

Agency Sponsor

Re: Utility Verification Letter
Project & Limits
CSJ/Project Number

Dear Agency Sponsor:

“X” utility company has provided the engineer with all of the known record utility information related to this project. As requested, all known inaccessible features have been excavated and paint markings have been provided for the engineer to locate and tie into the project control. “X” utility company has reviewed the submittal information and, to the extent possible, collaborated with the engineer in verifying and completing the utility mapping.

To the best of our knowledge and belief, the utility mapping accomplished to date is a reasonably accurate depiction of “X” utility company’s facilities within the project area and can be used with reasonable confidence in the development of the project schematic.

Responsible Party Name & Title

District: _____ San Antonio

Date: _____

Sponsoring Agency Office/Utility Company
Date

To:

Subject: Responsible Utility Schedule Monitor/Adjustment Implementation

Control:
Highway:
Limits -

Letting Date:
PDP Milestone:
Designer:

This letter is to inform you that has been designated as the responsible utility schedule monitor/person for utility adjustment implementation.

Respectfully,

Project Manager

<i>Month/Year</i>												
SAWS - Water												
SAWS – WW												
SBC												
CPS – Gas												
CPS – Electric												
Time Warner												
Bexar Met.												
Other Utilities												
Phase 1 Construction												
Phase 2 Construction												
Phase 3 Construction												

UTILITY ADJUSTMENT SCHEDULE

County :
Project:
C-S-J :
Highway:
Limits:

UTILITY CERTIFICATION

This is to certify utility adjustments and/or relocations are not required for this project.

(or)

This is to certify utility adjustments and/or relocations will not be completed and cleared by letting. The facilities listed below will require adjustment and/or relocation during the construction of the project at the specified location, duration, and impact on construction.

UTILITY	APPROXIMATE LOCATION	ESTIMATED DURATION OF ADJUSTMENT/RELOCATON	IMPACT ON CONSTRUCTION
---------	-------------------------	--	---------------------------

Responsible Party Name & Title

District: _____ San Antonio

Date: _____

County :
Project:
C-S-J :
Highway:
Limits :

RIGHT-OF-WAY CERTIFICATION

This is to certify that acquisition of right-of-way was not required for this project.

(or)

This is to certify that all of the right-of-way has been acquired in accordance with the current TxDOT/FHWA directive(s) covering the acquisition of real property.

(or)

This is to certify that all right-of-way has been acquired in accordance with the current TxDOT/FHWA directives(s) covering the acquisition of real property, except those parcel(s) listed below which will be acquired in accordance with the FHWA directive(s)

(List Parcels)

RELOCATION ASSISTANCE PROGRAM CERTIFICATION

This is to certify that this project did not cause any displacement and the steps relative to relocation advisory assistance and payments under the current TxDOT/FHWA directive(s) covering the administration of the Highway Relocation Assistance Program were not required.

This is to certify that all relocation advisory assistance and payments were provided and that all individuals and families have been relocated to decent, safe and sanitary housing or the State has made available to relocatees adequate replacement housing in accordance with the current TxDOT/FHWA directive(s) covering the administration of the Highway Relocation Assistance Program.

This is to certify that all relocation advisory assistance and payments were provided and that all individuals and families have been relocated to decent, safe and sanitary housing or the State has made available to relocatees adequate replacement housing in accordance with the current TxDOT/FHWA directive(s) covering the administration of the Highway Relocation Assistance Program except those displacees identified for the parcels listed below. Those displacees will be relocated in accordance with applicable FHWA directive(s)

(List Parcels and Displacees)

Responsible Party Name & Title

District: San Antonio

Date:_____

County :
Project:
C-S-J :
Highway:
Limits :

This is to certify that no right of way encroachments existed within the limits of this project or all removal of encroachments has been completed.

(or)

This is to certify that all right of way encroachments have been removed except those encroachments listed below which will be removed by the owners of the encroachments, as shown by special provisions of the contract; are to be removed by the contractor, as a part of the contract; or have received prior approval through the appropriate Austin Division to remain in place.

DESCRIPTION

LOCATION

STATUS

Responsible Party Name & Title

District: _____ San Antonio _____

Date: _____

County :
Project:
C-S-J :
Highway:
Limits:

UTILITY CERTIFICATION

This is to certify that utility adjustments were not required for this project.

(or)

This is to certify, in accordance with the information provided by the _____, that utility adjustments were not required or have been completed for this project.

This is to certify, in accordance with the information provided by the _____, that all utilities have been adjusted in accordance with the appropriate directives covering the adjustment of utilities, except the utility(ies) listed below which will be adjusted in accordance with the appropriate directives.

UTILITY	APPROXIMATE LOCATION	ESTIMATED DATE OF COMPLETION
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All of the utility companies have been contacted and it has been determined that the above listed dates are valid. The adjustment of utilities in accordance with the above dates will not impede or delay the Contractor in construction of this project.

Responsible Party Name & Title

District: San Antonio

Date: _____